

## **Resignation/Recognition Process**

### **Resignation**

When a Board or Commission Member resigns from his or her seat, the member shall submit a letter to the Mayor with copies to the staff liaison, City Clerk and City Manager, indicating the resignation and the effective date. When the resignation letter is received by the City Clerk's office, staff shall prepare an informational report to Council about the resignation and the process that staff recommends to fill the vacancy. Council can take action if it chooses (Administrative Policy Article XV, Chapter 1, Section 3, Subd. 7).

### **Recognition**

Each year the service of current and outgoing Boards and Commissions members are recognized by the City Council. This event is facilitated by the City Clerk's office and is typically held in early Fall. You will be notified by the City Clerk's office regarding this event as the date approaches.